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# புதுச்சேரி மாநில அரசிதழ்

## La Gazette de L' État de Poudouchéry

## The Gazette of Puducherry

### PART - II

#### சிறப்பு வெளியீடு

#### EXTRAORDINAIRE

#### EXTRAORDINARY

அதிகாரம் பெற்ற  
வெளியீடு

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No.	Puducherry	Tuesday	12th January 2016

( 22 Pausa 1937 )

### GOVERNMENT OF PUDUCHERRY COMMERCIAL TAXES SECRETARIAT

(G.O. Ms. No. 4/CTD/A1/2015, dated 11th January 2016)

#### NOTIFICATION

Whereas, the Hon'ble Chief Minister of Puducherry in the Budget speech for the year 2014-15 announced that setting up of a "Traders' Welfare Board" in the Union territory of Puducherry would be considered;

2. And whereas, the Government of Puducherry has decided to constitute a Traders' Welfare Board, to administer welfare schemes for traders in the Union territory of Puducherry;

3. Now, therefore, the Lieutenant-Governor, Puducherry is hereby pleased to constitute the 'Puducherry Traders' Welfare Board' with its Headquarters in the Puducherry region of the Union territory of Puducherry, consisting of the following members and they will exercise the powers conferred on them and perform the functions assigned under the Memorandum of Association, Rules and Regulations and Bye-laws of the Board notified from time to time with the approval of the Government, namely:—

**(a) Official members :**

- (i) Chief Secretary to Government, Puducherry . . Chairman
- (ii) Secretary to Government (Finance/ . . Member Commercial Taxes), Puducherry.
- (iii) Commissioner, Commercial Taxes Department, . . Member Puducherry.
- (iv) Director, Local Administration Department, . . Member Puducherry.
- (v) Joint Secretary/Deputy Secretary/ . . Member Under Secretary to Government (Finance), Puducherry.
- (vi) Commissioner, Puducherry Municipality . . Member
- (vii) Commissioner, Oulgaret Municipality . . Member
- (viii) Deputy Commissioner/Assistant Commissioner, . . Member-Commercial Taxes Department, Puducherry. Secretary *-cum-Chief Executive Officer.*

**(b) Non-official members :**

Representatives of traders' associations, not exceeding one from each traders' association or trading community, representing the four regions of the Union territory of Puducherry to be nominated by the Government. The region-wise representatives shall be limited to, as detailed below:—

Puducherry	..	3 members
Karaikal	..	2 members
Mahe	..	1 member
Yanam	..	1 member

4. The expenditure in connection with the constitution, functioning and administration of the 'Puducherry Traders' Welfare Board' will be met out from the Government's contributions and other contributions as stated in the Memorandum of Association of the Board.

5. The Memorandum of Association and Rules and Regulations of the Board are annexed to this Government Order as Annexure-I and II respectively.

6. This notification shall come into force with effect from the date of its publication in the Official Gazette.

7. This issues with the concurrence of the Finance Department *vide* their I. D. No.758/F2/A1/2015, dated 28-10-2015.

(By order of the Lieutenant-Governor)

**CHANDRAKER BHARTI,**  
Development Commissioner  
*-cum-Secretary to Government (Finance).*

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ANNEXURE-I

**MEMORANDUM OF ASSOCIATION OF PUDUCHERRY  
TRADERS' WELFARE BOARD**

I. *Name*.— The name of the Board shall be "Puducherry Traders' Welfare Board".

II. *Registered office*.— The Board shall be situated at Puducherry.

III. *Area of operation*.—The area of operation of the Board shall be the geographical area of all the four regions of the Union territory of Puducherry.

IV. *Aims and objectives of the Board*.— The objectives of the Board is to provide welfare measures to the members enrolled, namely:—

(a) Providing Group Insurance Scheme;

(b) Grant of Financial Assistance for the marriage of the son or daughter of members of the Board;

- (c) Providing Group Medical Insurance to the members of the Board and their family members;
- (d) Cash reward to the wards of members, who secured top three ranks at the state level and regional level in 10th and 12th standard examinations; and
- (e) Any other welfare measures that may be entrusted to the Board from time to time by the Government;

All the income earnings, movable and immovable properties of the Board shall be solely utilised and applied towards the promotion of its aims and objects, as set forth in the Memorandum of the Association. No amount thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Board or to any persons claiming through the present or past members. No member of the Board shall have any personal claim on any movable or immovable properties of the Board or make any profit, whatsoever by virtue of his membership.

*V. Functions of the Board.*— To achieve its aims and objectives, the Board shall perform the following functions, namely:—

- (1) (a) To enrol members as specified in the Rules;
- (b) To establish a Corpus Fund known as "Puducherry Traders' Welfare Fund" (hereinafter called "the fund") which shall comprise of:-
  - (i) All contributions/grants received by the Board from the Government of Puducherry;
  - (ii) Voluntary contribution from Chamber of Commerce and other Trade or Industry associations or organisations;
  - (iii) Registration fee of ₹ 300 (Rupees three hundred only) to be collected from each member at the time of enrollment as a member, which is non-refundable;
  - (iv) Renewal fee of ₹ 200 (Rupees two hundred only) to be collected every year for renewal of membership, which is non-refundable;

- (v) All money received by the Board by way of sale or disposal of articles/properties and other assets of the Board;
- (vi) Interest on investment in securities and deposits and rents;
- (vii) All money received from voluntary organisations, philanthropists and other donors for the purpose of attaining the aims and objectives of the Board;
- (viii) Any sum borrowed by the Board;
- (ix) Any profit or dividend received from any companies or organisations in respect of insurance or other schemes devised for the members of the Board;
- (x) All sums collected by way of application fees and such other fees and interest thereon; and
- (xi) Contributions from sources other than those mentioned above and specifically directed towards the attainment of the aims and objectives of the Board.

(2) To frame rules and regulations and Bye-laws for conduct of the business of the Board for the achievement of the aims and objects of the Board as aforesaid.

(3) To draw, make, accept, endorse and discount cheques, notices or other negotiable instruments.

(4) To judiciously invest the fund so as to earn adequate income to enable the Board to fulfil its responsibilities of extending welfare measures to every member enrolled.

(5) To prepare and maintain accounts and other relevant records and to prepare annual statement of accounts including balance-sheet of the Board in such form as may be prescribed by the State Government.

(6) To forward annually to the Government, accounts of the Board as certified by a Chartered Accountant appointed by the Governing Body of the Board.

**VI. General Body.**— The General Body of the members of the Board shall consist of following, namely:—

- (i) Chief Secretary to Government, Puducherry . . Chairman
- (ii) Secretary to Government (Finance/ . . Member Commercial Taxes), Puducherry.
- (iii) Commissioner, Commercial Taxes Department, . . Member Puducherry.
- (iv) Director, Local Administration Department, . . Member Puducherry.
- (v) Joint Secretary/Deputy Secretary/ . . Member Under Secretary to Government (Finance), Puducherry.
- (vi) Commissioner, Puducherry Municipality . . Member
- (vii) Commissioner, Oulgaret Municipality . . Member
- (viii) Deputy Commissioner/Assistant Commissioner, . . Member-Commercial Taxes Department, Puducherry. Secretary -cum-Chief Executive Officer.

(9) Representatives of traders' associations, not exceeding one from each traders' association or trading community, representing the four regions of the Union territory of Puducherry to be nominated by the Government. The region-wise representatives shall be limited to, as detailed below:—

Puducherry	..	3 members
Karaikal	..	2 members
Mahe	..	1 member
Yanam	..	1 member

**VII. Governing Body.**—The management of the Board is entrusted to the following members who shall form the Governing Body of the Board:—

- (1) Commissioner, Commercial Taxes Department, . . Chairman Puducherry.
- (2) Director, Local Administration Department, . . Member Puducherry.

(3) Joint Secretary/Deputy Secretary/ . . Member Under Secretary to Government (Finance), Puducherry.

(4) Deputy Commissioner/Assistant Commissioner, . . Member-Commercial Taxes Department, Puducherry. Secretary.

VIII. *Amendment of Memorandum of Association.*— Any amendment to the Memorandum of Association shall be subject to the approval of the Government and be made also with the approval of the General Body.

IX. *Signatories to the Memorandum of Association.*— We, the several persons whose names and addresses are given below, are desirous of forming a Board namely “Puducherry Traders’ Welfare Board” in pursuance of this Memorandum of Association:—

Sl. No. (1)	Name (2)	Designation (3)	Signature (4)
1		Chief Secretary to Government, Puducherry.	
2		Secretary to Government (Finance/Commercial Taxes), Puducherry.	
3		Commissioner, Commercial Taxes Department, Puducherry.	
4		Director, Local Administration Department, Puducherry.	
5		Joint Secretary/Deputy Secretary/ Under Secretary to Government (Finance), Puducherry.	
6		Commissioner, Puducherry Municipality, Puducherry.	
7		Commissioner, Oulgaret Municipality, Puducherry.	

Place: Puducherry

Date :

Witnesses: (1) Signature :

Name with Designation :

Address :

(2) Signature :

Name with Designation :

Address :

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ANNEXURE - II

**RULES AND REGULATIONS OF THE PUDUCHERRY  
TRADERS' WELFARE BOARD**

1. *Title.*—These rules and regulations may be called the "Puducherry Traders' Welfare Board Rules and Regulations, 2016".

2. *Office.*—The office of the Board shall be situated at Puducherry.

3. *Definitions.*—(a) "Act" means the Societies Registration Act, 1860 (Central Act No.21 of 1860) as in force in the Union territory of Puducherry;

(b) "Beneficiary" means a dealer/trader having enrolled as member of the Board and renews his membership every year;

(c) "Board" means the "Puducherry Traders' Welfare Board";

(d) "Chairman" means the Chairman of the General Body or the Governing Body;

(e) "Chief Executive Officer" means the person appointed by the Government as Member-Secretary of the Board;

(f) "Corpus Fund" means fund granted by the Government of Puducherry for the functioning of the Board and implementation of welfare schemes, registration fees/renewal fees collected from the enrolled members, thrift deposits, loans, borrowings from members/non-members and any other amount received from any person for the functioning of the Board and for implementation of welfare schemes of the Board;

(g) "Family members" means spouse, minor children and unmarried major daughter who is solely dependent on the dealer/trader who have enrolled themselves as member of the Board;

(h) "General Body" means the General Body of the Board;

(i) "Governing Body" means the Governing Body of the Board;

(j) "Government" means the Administrator of the Union territory of Puducherry appointed under Article 239 of the Constitution of India;

(k) "Month" means calendar month of the Indian calendar;

(l) "Non-Official Member" means any person nominated by the Government to the Board from the traders' association or trading community to represent the respective region;

(m) "Official Member" means representative of the Government appointed as Member of the Board as per notification;

(n) "Secretary" means the Member-Secretary-*cum*-Chief Executive Officer of the Governing Body/General Body;

(o) "Union Territory" means the Union territory of Puducherry;

(p) "Year" means the financial year;

4. *Membership.*— (1) The person eligible for enrollment for membership of the Board is as below:

(a) (i) dealers registered under the Puducherry Value Added Tax Act, 2007 and have been carrying on business for at least one year; or

(ii) traders, carrying on business for at least one year after obtaining trade licence from Local Body (Municipalities/Commune Panchayats) of Puducherry.

(b) in case of partnership firm or hindu undivided family, each member is eligible to be enrolled as member of the Board.

(2) No Government Undertakings or Corporations, Limited Companies, Co-operative Societies, Trusts or Association of Persons whether registered or not, shall be eligible to be enrolled as members of the Board.

(3) Any person, desiring to enrol himself as a member of the Board, shall apply to the Board in Form-I, along with the prescribed fee and a certificate in Form-II issued by the Competent Authority of the Commercial Taxes Department or Municipalities/Commune Panchayats, as the case may be, in support of fulfilling the conditions prescribed in sub-rule (1) of this rule.

(4) Any person claiming to enrol as member of the Board shall not be a member in any other Board or Society of the Government. A declaration to this effect in Form-III shall be submitted along with the application for enrolment.

(5) A member of the Board shall be debarred from enrolling himself as a member in any other Board or Society of the Government.

(6) A member contravening the conditions stipulated in sub-rules (4) and (5) of this Rule, shall immediately cease to be a member of the Board. Further, he shall be liable for forfeiture of all benefits availed by him while he was a member of the Board and shall also be liable for other legal actions as may be initiated by the Board.

5. Register of members.— The Board shall maintain a Register of members and enter the name, address and contact details along with the photograph of the member. The changes in the membership which take place from time to time, shall be endorsed in the register. If a member fails to notify his new address, the address entered in the Register of members shall be deemed to be his correct address.

6. Termination or cessation of enrolled membership.— An enrolled member shall cease to be a member of the Board in the event of the following:—

- (a) on death;
- (b) on own request in writing;
- (c) on the cancellation of registration under the Puducherry Value Added Tax Act, 2007 or the cancellation of trade licence issued by the Municipality/Commune Panchayat;
- (d) if adjudged insolvent;
- (e) if declared is of unsound mind;
- (f) if found to be involved in anti-social activities;

- (g) if adjudicated by any court of law to be a criminal offender/proclaimed offender;
- (h) if found guilty of anti-propaganda in relation to the aims and objects of the Board;
- (i) if he fails to pay the subscription or contribution for two consecutive years; and
- (j) in the case of a partnership firm, if it is dissolved or adjudged insolvent or if the partner(s) is/are convicted of an offence involving moral turpitude, in so far as the partner(s) involved.

*7. Subscription and Funds of the Board.*— The funds of the Board shall consist of the following:-

- (a) all contributions/grants received by the Board from the Government of Puducherry;
- (b) voluntary contribution from Chamber of Commerce and other Trade or Industry Associations or Organisations;
- (c) registration fee of ₹ 300 (Rupees three hundred only) to be collected from each member at the time of enrollment as a member, which is non-refundable;
- (d) renewal fee of ₹ 200 (Rupees two hundred only) to be collected every year for renewal of membership, which is non-refundable;
- (e) all money received by the Board by way of sale or disposal of articles/properties and other assets of the Board;
- (f) interest on investment in securities and deposits and rents;
- (g) all money received from voluntary organisations, philanthropists and other donors for the purpose of attaining the aims and objectives of the Board;
- (h) any sum borrowed by the Board;
- (i) any profit or dividend received from any companies or organisations in respect of insurance or other schemes devised for the members of the Board;
- (j) all sums collected by way of application fees and such other fees and interest thereon; and

(k) contributions from sources other than those mentioned above and specifically directed towards the attainment of the aims and objectives of the Board.

8. *General Body.*—(1) The General Body of the Members of the Board shall consist of the following persons, namely:—

**(a) Official members :**

- (i) Chief Secretary to Government, Puducherry . . Chairman
- (ii) Secretary to Government (Finance/ . . Member Commercial Taxes), Puducherry.
- (iii) Commissioner, Commercial Taxes Department, . . Member Puducherry.
- (iv) Director, Local Administration Department, . . Member Puducherry.
- (v) Joint Secretary/Deputy Secretary/ . . Member Under Secretary to Government (Finance), Puducherry.
- (vi) Commissioner, Puducherry Municipality . . Member
- (vii) Commissioner, Oulgaret Municipality . . Member
- (viii) Deputy Commissioner/Assistant Commissioner, . . Member-Commercial Taxes Department, Puducherry. Secretary -cum-Chief Executive Officer.

**(b) Non-official members:**

Representatives of traders' associations, not exceeding one from each traders' association or trading community, representing the four regions of the Union territory of Puducherry to be nominated by the Government. The region-wise representatives shall be limited to, as detailed below:—

Puducherry	..	3 members
Karaikal	..	2 members
Mahe	..	1 member
Yanam	..	1 member

(2) The non-official members nominated by the Government shall hold office during the pleasure of the Government and at any rate shall not hold office for a period exceeding three years:

Provided that,-

(a) the members appointed by virtue of their office in a particular traders' association, shall cease to be members when they cease to hold such office;

(b) a member shall cease to hold office if, he is a member of any other Board or Society of the Government or resigns or becomes of unsound mind or is adjudged as insolvent or is convicted of a criminal offence involving moral turpitude; and

(c) a non-official member, who, after being nominated as a member, is found to be covered under any of the criteria for disqualification prescribed in clause (b) above, shall immediately cease to be a member.

(3) If any vacancy is caused by resignation, death or disqualification of a non-official member, a new member shall be nominated by the Government and he shall hold office for the remaining period of the term or during the pleasure of the Government whichever is earlier.

*9. Fee and Allowances.*— (1) The non-official members of the General Body shall receive travelling allowance and dearness allowance at the rates admissible to Group 'A' officers, whenever they attend the meetings of the Board.

(2) Every non-official member of the General Body shall be paid a sitting fee of one thousand rupees or an amount as may be fixed by the Government from time to time, for attending the meeting of the Board.

*10. Governing Body.*— (1) The management of the Board is entrusted to the following Members who shall form the Governing Body of the Board:—

(a) Commissioner, Commercial Taxes Department, . . Chairman Puducherry.

(b) Director, Local Administration Department, . . Member Puducherry.

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- (c) Joint Secretary/Deputy Secretary/ . . Member  
Under Secretary to Government (Finance),  
Puducherry.
- (d) Deputy Commissioner/Assistant Commissioner, . . Member-  
Commercial Taxes Department, Puducherry. Secretary.

(2) The Governing Body may co-opt from time to time for such period as may be deemed fit, representatives of traders' association/dealers/partnership firm which may be concerned with the work or program of the Board and individuals with special knowledge or interest in such work or program.

11. *Powers of the General Body.*— (1) Subject to the provisions of the Act, the General Body shall manage the Board in such a manner as to promote its objectives. It shall have full powers and authority to deal with all matters, things and deeds which are necessary and expedient to carry out the said objectives.

(2) Without prejudice to the generality of the foregoing powers, the General Body shall have the following powers, namely:—

- (a) to carry out welfare activities for the benefit of the enrolled members;
- (b) framing of broad policies to carry out the aims and objectives of the Board;
- (c) to frame rules and regulations and bye-laws or to add, amend, modify or rescind the rules and regulations of the Board for the administration and management of the affairs of the Board and furtherance of its objects;
- (d) to delegate to such extent as it may deem necessary, any of the powers of the Board to the Governing Body;
- (e) to delegate administrative and financial powers to the Member-Secretary-cum-Chief Executive Officer;
- (f) to delegate any of the powers other than the rule making power to the Chairman or Member-Secretary of the General Body;
- (g) to receive grants and contributions from Government and accepting donations or endowments;

- (h) to prepare annual budget and its subsequent alteration;
- (i) to sanction expenditure;
- (j) to pay all costs and expenditure incurred for the promotion establishment and registration of the Board;
- (k) to appoint committees, sub-committees, etc., for such purpose and on such terms as may be specified by it and dissolving such committees;
- (l) to appoint a Chartered Accountant for auditing the accounts of the Board;
- (m) to approve the audited accounts of the Board;
- (n) to sue and defend all legal proceedings on behalf of the Board;
- (o) to enter into an agreement or contract with any Government or local authority, to obtain from such Government or local authority any right, privilege or concession effectually or otherwise, for the purpose of the Board;
- (p) to borrow moneys on such terms and conditions as are deemed expedient;
- (q) to draw, accept, endorse, discount, execute, assign, issue and otherwise deal with cheques, hundis, drafts, certificates, receipts, Government securities, promissory notes, bills of exchange or other instruments whether negotiable or not for the purpose of the Board; and
- (r) doing all other acts and things either alone or in collaboration with such other organisation or persons, as the Board may consider necessary, incidental or conducive to the attainment of the aforesaid aims and objects of the Board.

12. *Functions of the Governing Body.*— The functions of the Governing Body shall be as detailed below:—

- (a) to examine proposals for implementing various welfare measures, schemes for the benefit of the members of the Board as enrolled and submit to the Board for consideration and approval;
- (b) to assist the Board in framing rules, regulations, bye-laws and its amendments, if any from time to time;

(c) to carry out the instructions/orders issued by the Board from time to time; and

(d) to make recommendations to the Board about modifications in rules and regulations of the Board which are considered necessary and expedient in the proper functioning of the Board.

*13. Powers and Duties of the Member-Secretary-cum-Chief Executive Officer.*—The Member-Secretary-cum-Chief Executive Officer of the Board shall be responsible to the Board for all day-to-day activities relating to the proper management of the Board and shall be conferred with the powers and duties as detailed below:

(a) to perform the duties delegated or assigned through the Memorandum of Association and the Rules and Regulations/Bye-laws;

(b) to carry out the directions/instructions issued by the General Body/Governing Body as the case may be, from time to time;

(c) implement the decisions taken by the General Body/Governing Body as the case may be;

(d) to carry out the functions as may be delegated by the General Body/Governing Body as the case may be, from time to time;

(e) to carry out the welfare activities for the benefits of the members as approved by the General Body/Governing Body as the case may be, from time to time;

(f) to furnish information to the General Body/Governing Body as the case may be, on such matters as may be referred to him from time to time;

(g) to recommend such measures as it may deem fit for effective and efficient utilisation of the funds of the Board;

(h) to take all steps for proper maintenance of the Board and to have the custody of all records/registers pertaining to the Board;

(i) to maintain proper accounts for the funds and other relevant records of the Board;

- (j) to maintain the Bank accounts and to sign the cheques as per the powers delegated and sanctioned by the Governing Body;
- (k) to get the accounts audited by the Chartered Accountant within the prescribed time and place before the General Body for approval;
- (l) to convene meeting as required under rules or bye-laws, with the approval of the Chairman;
- (m) may take assistance either through Commercial Taxes authorities, Municipalities, Commune Panchayats or any other authorities for carrying out the instructions of the Government/Governing Body of the Board, for implementation of any scheme or decision;
- (n) may incur expenditure relating to payment of salary, wages, allowances, rent, fees, charges, purchase of any articles required for the smooth functioning of the Board, hiring of services, printing of stationery, advertisement, publicity, conducting of Board meeting, supply of refreshments, subject to the financial provisions in the Budget and subject to limits up to which authorised to incur expenditure on any single item from time to time by the Board;
- (o) may also exercise such administrative and financial powers as may be delegated from time to time by the Board;
- (p) to manage and control the staff, and take disciplinary action wherever necessary;
- (q) may attend to the reports of the audit and submit the reply; and
- (r) to institute, prosecute and defend suits and other proceedings in which the Board may be involved.

14. *Functions of the Board.*—(1) The functions of the Board will be to administer the affairs of the Puducherry Traders' Welfare Board including its funds and to promote welfare measures for the welfare of its members.

(2) The welfare measures shall be broadly specified as follows:-

- (a) Providing Group Insurance Scheme;
- (b) Grant of financial assistance for the marriage of the son or daughter of members of the Board;

- (c) Providing Group Medical Insurance to the members of the Board and their family members;
- (d) Cash reward to the wards of members, who secured top three ranks at the state level and regional level in 10th and 12th standard examination; and
- (e) Any other welfare measures that may be entrusted to the Board from time to time by the Government;

15. *Meetings of the General Body.*— (1) The Board shall meet at least once in every six months and as often as may be necessary.

(2) The Chief Executive Officer who is the Member-Secretary of the Board shall in consultation with the Chairman, fix the time, date and place of meeting and also draw up the agenda for the meeting.

(3) Notice of meeting should be communicated to the Members at least seven clear days before the date of meeting. However, the Chairman has the option to convene the meeting at short notice.

(4) (a) Written notice of every meeting shall be sent to all the members either personally or through post to the address of the member as entered in the roll of members. Where the notice is sent by post, due service shall be presumed if the cover containing the notice properly addressed is posted.

(b) The accidental omission to give notice to or the non-receipt of notice by any member or other person to whom it should be given shall not invalidate the proceedings of the meeting.

(5) Every meeting shall be presided over by the Chairman and if the Chairman is absent, by any other member, as the member present at the meeting, shall elect.

(6) All matters of the meeting of the Board shall be decided by a majority of members present and voting. If the members are equally divided, the Chairman or the person presiding shall have a casting vote in addition to the vote to which he may be entitled as a member.

(7) No business shall be transacted at any meeting of the Board unless there is a quorum of not less than one third of the members of the Board including the Chairman. If the meeting could not be held for want of quorum, it shall be postponed to a later date.

(8) The minutes of the proceedings of the meeting shall be kept in a separate book and shall be signed by the Chairman at the meeting at which the proceedings are confirmed.

(9) If the meeting is presided by any member other than the Chairman, the proceedings shall be signed by such member, and the same shall be countersigned by the Chairman.

16. *Record of Business.*— (1) A record of all business transacted by the Board shall be maintained.

(2) All the decisions of the Board shall, as far as possible be recorded in the form of resolution and any entry of such decisions in the book of proceedings of the Board shall be conclusive evidence of the fact that such decisions were taken by the General Body.

(3) The proceedings of every meeting of the Board shall be circulated to the members.

17. *Remuneration.*— Unless authorised at any meeting by the Board, no officer or member of the Board shall receive any remuneration for the services rendered.

18. *Administrative Office of the Board.*— (1) The Member-Secretary-cum-Chief Executive Officer shall be the Head of the Administrative Office of the Board and shall be appointed on deputation from the cadre of Deputy Commissioner/ Assistant Commissioner of the Commercial Taxes Department, Puducherry. The sanctioned strength of the Administrative Office of the Board shall be as below:—

(a)	Manager, who shall be deputed from the cadre of Assistant Commercial Tax Officer of the Commercial Taxes Department, Puducherry.	.. 1 No.
(b)	Lower Division Clerk	.. 2 Nos.
(c)	Multitasking Staff (General)	.. 1 No.

(2) The Lower Division Clerks and the Multitasking Staff (General) shall be appointed on deputation basis, through the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.

(3) The pay and allowances and other service matters of Member-Secretary-cum-Chief Executive Officer and other staff shall be governed by the orders and notifications issued by the Government of India and the Government of Puducherry from time to time.

19. *Accounting and Auditing.*— (1) All receipts and expenditure shall be maintained in English for the financial year. All amounts received shall be deposited in the State Bank of India or any other nationalised bank as approved by the Board. The bank account shall be opened in the name of the Board and shall be operated by the Chief Executive Officer and one of the members appointed by the Board for the purpose.

(2) The Board shall maintain proper books of accounts for all incomes and expenditure. Separate inventory shall be maintained for all assets acquired by the Board.

(3) The accounts of the Board shall be audited by a Chartered Accountant and the audited report, after approval of the Board, shall be submitted to the Government before the end of next financial year.

20. *Budget and expenditure of the Board.*— Budget estimate for each financial year shall be prepared and laid before the Board for approval. After approval, it becomes the Budget of the Board for the ensuing financial year. All expenditure approved by the Board shall be subject to allotment of funds/grant-in-aid by the Government in the Budget for the year.

21. *Powers of the Government.*— (1) The Government may call for the records of the Board, inspect the same and may supervise the working of the Board. In respect of any money set apart for any purpose of promoting the welfare of the members, the Government shall have powers:—

(a) to require the production of any document in connection with such money to satisfy itself as to whether such money is being utilised for such purpose ;

- (b) to call for any information as it may deem relevant;
- (c) to issue such directions as it may deem fit for the purpose of utilising the fund for promoting welfare of the members.

(2) The Government may give the Board such directions as in their opinion are necessary or expedient in connection with the expenditure from the fund or for carrying out the purposes of the order of the Government. The Government shall call for the accounts of the Board together with the audit report thereon.

22. *Annual Report.*— The Board shall as soon as may be after the end of each financial year, prepare and submit to the Government before the end of next financial year, a report giving the account of its activities during the previous year and a statement of accounts of the previous financial year audited by a Chartered Accountant together with the account of the activities, if any, which are likely to be undertaken by the Board in the next year.

23. *Suspension of the Board.*— (1) If the Government is of the opinion that the Board is unable to perform its duties or persistently makes default in the performance of its duties imposed or has exceeded or abused its power, it may, by an order suspend the Board for a period not exceeding 6 months after issue of a show cause notice for such suspension of the Board.

(2) During such suspension of the Board, the Government may appoint any person to look after the activities of the Board and for all practical purposes, the persons appointed as such by the Government shall function until such time a proper Board is constituted.

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**PUDUCHERRY TRADERS' WELFARE BOARD**  
**FORM-I**

[See sub-rule (3) of rule 4 of the Rules and  
 Regulations of the Puducherry Traders' Welfare Board]

**APPLICATION FOR ENROLLMENT**

Affix  
 self attested  
 recent  
 passport size  
 photo

**1. Applicant's details:**

- (a) Name of the member : Sri./Smt./Selvi.
- (b) Father's Name : Sri.
- (c) Mother's Name : Smt.
- (d) Spouse's Name : Sri./Smt.
- (e) Date of Birth :
- (f) Age :
- (g) Gender : Male/Female/Transgender
- (h) Marital status : Married/Unmarried/Widow/  
Widower
- (i) Residential address : Door No.  
Street.  
Area/Location 1.  
Area/Location 2.  
PIN code
- (j) Permanent address : Door No.  
Street.  
Area/Location 1.  
Area/Location 2.  
PIN code

(k) Contact No. : Mobile No.  
Landline No.

(l) e-mail ID :

(m) Aadhaar No. :

(n) Bank Account details : Bank name:  
Branch name:  
Account No:  
IFSC code:

(o) Whether the applicant is a member with any other Board or society of the Government? : Yes / No

(p) If Yes, details of membership : Membership No:  
Name of the Board/Society:

**2. Business details:**

(a) Name of the business :

(b) Address of the business : Door No.  
Street.  
Area/Location 1.  
Area/Location 2.  
PIN code

(c) Contact No. of business : Mobile:  
Landline :

(d) Is registered with the Commercial : Yes /No  
taxes Department.

(e) If Yes, TIN No. : 

3	4								
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(f) Is licence obtained from the : Yes /No  
Municipality/Commune Panchayats

(g) If yes, details of registration : Licence No:

Date of issue:

Name of the Municipality/  
Commune Panchayat:

Valid up to:

(h) Status of the applicant in the : Proprietor/Partner  
business.

### 3. Family and Nomination details:

#### (a) Family details:

Sl. No.	Name	Date of birth	Relation	Marital status	Educational qualification	Aadhaar No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(b) *Nomination details:*

Sl. No.	Name of the nominee	Age	Address	Relation	Percentage of share
(1)	(2)	(3)	(4)	(5)	(6)

4. **Fee payment details:**

(a) Receipt No./ DD No. :  
(b) Date :  
(c) Amount :  
(e) If DD, Bank name :

## DECLARATION

I certify that the particulars furnished by me are true and correct to the best of my knowledge.

Place :

*Applicant's Signature.*

Date :

**PUDUCHERRY TRADERS' WELFARE BOARD**

**FORM-II**

[See sub-rule (3) of rule 4 of the Rules and Regulations of the  
Puducherry Traders' Welfare Board]

**CERTIFICATE FOR THE PURPOSE OF ENROLLMENT AS  
A MEMBER IN THE PUDUCHERRY TRADERS' WELFARE BOARD**

Name and designation of the Issuing Authority:

Address:

This is to certify that Thiru..... S/o./W/o.  
Thiru ..... is the sole  
proprietor/partner of M/s. .... ,  
Address..... ...., \*is a  
registered dealer under the Puducherry Value Added Tax Act, 2007 with  
TIN ..... /is having Trade Licence issued under the  
Puducherry Municipalities Act, 1973 / Puducherry Village and Commune  
Panchayats Act, 1973 with No. ....

The Registration certificate / Licence is valid up to .....

*Signature of the Issuing Authority.*

Date:

Office seal

To

The Chief Executive Officer,  
Puducherry Traders' Welfare Board,  
Puducherry.

\* Strike out whichever is not applicable

**PUDUCHERRY TRADERS' WELFARE BOARD****FORM-III**

[See sub-rule (4) of rule 4 of the Rules and Regulations of the  
Puducherry Traders' Welfare Board]

**DECLARATION TO BE SUBMITTED BY THE PERSONS  
APPLYING FOR MEMBERSHIP IN THE PUDUCHERRY  
TRADERS' WELFARE BOARD**

I.....S/o./W/o.....sole  
proprietor/partner of Tvl.....  
Address..... having  
TIN/Trade Licence No....., hereby  
declare that as on the date of submission of the application for  
membership in the Puducherry Traders' Welfare Board, I am not a member  
in any other Board or Society of the Government.

Further, I assure that, after enrolling as a member in the Puducherry  
Traders' Welfare Board, I will not enrol myself as a member in any other  
Board or Society of the Government.

I am aware that contravention of the above conditions will lead to  
cessation of my membership from the Board and that I shall be liable  
for forfeiture of all benefits availed while I was a member of the Board  
and shall also be liable for other legal actions as may be initiated by  
the Board.

Dated, the ..... , at Puducherry.

*Applicant's Signature*

To

The Chief Executive Officer,  
Puducherry Traders' Welfare Board,  
Puducherry.